



UNIVERSITY OF GEORGIA

University Housing

Student Affairs

SUMMER CAMP & CONFERENCE RESERVATION FORM FOR UGA-AFFILIATED GROUPS

I. INTRODUCTION

This reservation is between University Housing and _____ for the dates indicated on the contract.

Group Sponsor: **Insert Name**

Insert Address Line #1

Insert Address Line #2

For the purposes of this reservation, the term “registrants” will be used to refer to all conference staff, sponsors and participants who are being housed on campus.

II. LIVING ACCOMMODATIONS AND FEES

- A. The following spaces have been assigned by University Housing to accommodate this group for the dates and times listed in the section below.

Group Name	
Building(s) Assigned	
All Paperwork Due	
Final Roster(s) Due	
Check-in Date	
Check-in Time (Start and End)	
Checkout Date	
Checkout Time (Start and End)	

Building Layout	Occupancy	Rate (per bed/per night)	Participants	Staff
Traditional Community	Double			
	Single			
Semi- Private/Suite Style	Double			
	Single			

24-Hour Group Contact: Insert Name/ Insert Mobile Number/ Insert Office Number

- B. Group check-in and checkout times are cited in Section II.A above.

Requests for extensions will be evaluated and approved at the sole discretion of the University Housing assistant director for Health Sciences Campus and conference services. It is the sponsor's responsibility to include check-in times, checkout times, and locations in correspondence to registrants.

- C. All paperwork and other information are due by the date specified in Section IIA. Sponsors who do not submit paperwork in a timely manner may have their reservation canceled.
- D. The group sponsor will designate a primary and secondary representative to serve as a 24-hour point of contact at any time between the date of conference check in and the date of checkout. Telephone number(s) must be provided for both designated representatives.

Check-In Date	Representative	Name	Phone #1	Phone #2
	Primary			
	Secondary			

- E. All room assignments will be made in compliance with the university regulations requiring the separation by gender. Married couples and domestic partners are exempt.
- F. Each room will be furnished with a summer guest policies and procedures sheet, as well as a list of 24-hour emergency numbers.
- G. Consolidation of unused bed spaces may occur for summer conference facilities. In the event that the group sponsor wishes to secure unused bed spaces in the area initially reserved for the group, the group sponsor will be responsible for the applicable costs.
- H. University Housing will assess a sales and use tax to all groups that do not present a Georgia Sales and Use Tax exemption certificate. All invoiced charges must be paid from an account that is exempt in order to not be assessed tax.
- I. Housing Associated Fees:

Description	Minimum Fee Amount
Additional Space Usage (meeting, storage, camp store)	\$40.00 per day
Lost Access Card	\$20.00 per card
Lost Room Key	\$45.00 per key
Late Roster (<48 hours before arrival)	\$50.00 per roster
Linen	\$10.50 per set/per night
Trash Removal (rooms and common areas)	\$25.00 per bag
Furniture relocation	\$15.00 per item
Lodging rates (per bed/per night)	Double rooms with community bath: \$27.50 Double rooms with semi-private bath: \$29.50 Single rooms with community bath: \$42.75 Single rooms with semi-private bath: \$47.75
Unused Spaces Not Released \geq 30 days before arrival (Insert Date for 30 days out)	<ul style="list-style-type: none"> • 29 Days Out – 22 Days Out: - 25% fee of final count of bed spaces • 21 Days Out – 15 Days Out: - 50% fee of final count of bed spaces • 14 Days Out – Eight Days Out: - 75% fee of final count of bed spaces • Day of – Seven Days Out: - 100% fee of final count of bed spaces
Additional damage in housing spaces	Refer to 2020-2021 damage charge schedule

III. **DESK COVERAGE**

One desk in each residential community will be open 24 hours per day. Contact information for each desk will be provided on the summer guest policies and procedures sheet.

IV. **SPACE FOR NON-OCCUPANT USE**

- A. The group sponsor is responsible for requesting any additional space needed for their group including space for meetings, storage, and/or camp stores. Additional space may be available in the residence hall for use by the group by making arrangements with the housing representative in which the group has been assigned. University Housing will make every effort to allocate meeting space in an equitable manner. Because meeting space in the residence halls is limited, some groups may have to share public space in common areas. Group sponsors wanting to reserve spaces for exclusive use will be charged a fee in accordance with the Additional Fees table in Section II. I. No sale of items by the group members or group sponsor is permitted on campus unless approved in advance by the executive director for University Housing and the vending services supervisor in the Division of Auxiliary Services.
- B. University Housing cannot reserve, coordinate or otherwise arrange conference spaces or services beyond those in University Housing facilities as described above. Group sponsors are encouraged to directly contact the following departments to arrange additional services on campus:

<u>Department</u>	<u>Purpose</u>	<u>Phone Number</u>
Bulldog Bucks	Campus debit card system	706-542-8257
Georgia Center for Continuing Education	Event planning and meeting spaces	706-542-2654
UGA Athletic Association	Athletic spaces and facilities	706-542-9103
UGA Bookstore	Books, supplies and UGA merchandise	706-542-3171
UGA Campus Reservations	Meeting spaces, classrooms & A/V equipment	706-583-8020
UGA Campus Transit	Buses and vans	706-369-6221
UGA Department of Recreational Sports	Ramsey Center and other athletic spaces	706-542-5060
UGA Disability Resource Center	Campus accessibility	706-542-8719
UGA Food Services	Dining commons	706-542-1256
UGA Center for Teaching & Learning	A/V equipment	706-542-3456
UGA Parking Services	Parking passes and assignments	706-542-7275
UGA Vending Services	Vending machines and related services	706-542-7933
UGA Programs & Activities Serving Minors	Program/Activity Registration	706-542-7255

V. **GROUP SPONSOR RESPONSIBILITIES**

The group sponsor agrees to and accepts the following responsibilities:

- A. Residence hall use: Group sponsor should be responsible for exercising reasonable care in the use of University Housing facilities and equipment and to advise each group member of this responsibility. Group members may not tamper with or damage University Housing property.

The group sponsor agrees to leave the rooms as they found them at the time of checkout. The group sponsor will be charged for damage and/or excessive cleaning in rooms, hallways and any other assigned spaces that are left in an unacceptable condition.

- B. Rules and policies: The group sponsor is responsible for compliance with all University rules and regulations by all group staff, sponsors and participants who are being housed on campus, as specified on but not limited to the summer guest policies and procedures sheet found in every guest room. The group sponsor is thus responsible for notifying all group members of all University rules and regulations

governing the use and occupancy of the residence hall and other University facilities and will emphasize the need to abide by these rules and regulations. University Housing reserves the right to remove the group, or individual group members, from the residence hall for failure to comply with these rules and regulations.

- C. Policy for programs and activities serving minors: The University of Georgia is committed to provide a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the University. This policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors. The policy includes the following minimum requirements: approval, registration, background investigations, training, and records retention. To facilitate compliance with the policy, the following website includes resources, sample forms and frequently asked questions: <https://programsforminors.uga.edu>. The website also houses a program/activity registration system, providing the University with a central database of information regarding approved programs/activities and program contacts. Registration is required for all programs/activities serving minors and will be verified for compliance. Registration will be verified at least 40 days before scheduled check in date.
- D. Non-Discrimination: The group sponsor agrees, in accordance with applicable law and University of Georgia policy, that there shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, age, genetic information, disability or veteran's status as to any aspect of the activities contemplated herein (<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>).
- E. Staff ratio: The group sponsor agrees to be responsible for the conduct of the group members while on campus and if their group is a pre-college age group, to furnish continuous live-in adult supervision. At no time will a child who is under the age of 18 and also not an enrolled student of the University of Georgia be allowed to reside or lodge unsupervised in a UGA housing residence hall. Following the guidelines established by the [American Camp Association](#), all youth conferences and camps to follow the below ratios:
 - i. Counselor-to-participant ratio of 1:10 for participants 15 years of age and older
 - ii. Counselor-to-participant ratio of 1:8 for participants between 9 and 14 years of age
 - iii. Counselor-to-participant ratio of 1:6 for participants between 6 and 8 years of age
 - iv. Counselor-to-participant ratio of 1:5 for participants between 4 and 5 years of age
- F. Final space request: The group sponsor must provide University Housing a reservation schedule with the final guaranteed number of rooms to be reserved **30 days prior to the scheduled check-in date**. University Housing reserves the right to assess fees (see Section II.I) for spaces not released 30 days prior to the group's arrival.
- G. Housing reservation requests made for additional guests and/or unplanned conferences: University Housing will house additional group members if space permits. If the group sponsor does not submit a guaranteed number within the thresholds listed above, the number indicated in Section II.A will be used for billing purposes. An administrative fee of \$250.00 will be assessed if fulfilling the request for additional housing requires opening of additional residence halls on an unscheduled basis during the final 48 hours before the originally scheduled check in. If an application is not submitted at least 30 days prior to the scheduled check-in date, an administrative fee of \$250.00 will be assessed.

VI. ASSIGNMENTS & CONFERENCE FEES

University Housing reserves the right to make changes to housing assignments after consulting with the group sponsor.

- A. Assignments: Assignments in all halls will be made on a double occupancy basis unless the group sponsor specifically requests single spaces for staff members or group members.

- B. Conference billing invoice: An itemized invoice of housing charges (including any charges for damages, lost keys, lost access cards, facility charges, linen shortages, etc.) will be emailed to the group sponsor following checkout. Payment is due in full no later than 30 days from the date of the invoice. The group sponsor is responsible for all fees incurred by the group or its members including but not limited to accommodations, sales tax, facility usage fees, linen usage, lost linens, lost keys, lost access cards, damages and cleaning fees. Collecting fees from individual group members is solely the responsibility of the group sponsor as University Housing will not assess or collect fees from any individual group member. All requests for review of charges must be submitted in writing to the University Housing assistant director for Health Sciences Campus and conference services. If the group is contracted to have guests housed for a period exceeding 30 consecutive nights, the group sponsor may request an invoice to be submitted at the mid-point of the stay for the first half of the contracted accommodations. This must be requested in advance of the group arriving.
- C. Late fees and required deposits: Payment not received by University Housing from the group sponsor within 30 days of the date of the final invoice may be assessed a 5% late fee for every 30-day period the final invoice remains unpaid. Future or pending reservations will be canceled for any group with an outstanding invoice that has been unpaid for more than 30 days until full payment is received. For future reservations, some groups may not be allowed back and some groups that are assessed late fees may be required to pay a deposit of not more than 50% of the estimated balance 14 days prior to the scheduled check-in.
- D. Outstanding fees: The group sponsor shall be responsible for the fees of any collection agency, which may be based on a percentage of a maximum of 15.0% of the debt and all costs and expenses, including reasonable attorneys' fees incurred in efforts to collect any amounts due under this contract.

VII. LINEN SERVICE

Linen service shall consist of one pillow and the following linens: two sheets, one pillowcase, two bath towels, one wash cloth and one blanket for each person. Towels, sheets and pillowcases will be exchanged every four days or as necessary for new group members. Used linens also may be exchanged for one-to-one clean linens with the presentation of used linens at the community desk.

VIII. CANCELLATION

- A. Force majeure: The parties' obligation to perform this contract shall be excused and the contract shall be deemed rescinded if University Housing's ability to provide services hereunder is rendered impossible or infeasible as a result of accident; fire; riot or other manifestation of civil disorder; an act, order, rule or regulation of any public authority or court; pandemic, epidemic, communicable disease, quarantine, emergency declaration, health declaration, closure of the University of Georgia; an act of God; or any other event beyond the reasonable control of the parties which would preclude the parties' performance of the contract.
- B. Cancellation: Under the terms of this agreement, University Housing is reserving the facilities described herein for your use. In the event of cancellation by group sponsor and group, University Housing may experience significant monetary losses. Your signature indicates your agreement that, should you cancel your event, you shall be subject to a cancellation fee. This fee will be based upon the reasonable projected revenue for University Housing from the group's reservation and event. The group shall also be expected to reimburse University Housing for all obligations and expenses incurred in preparation for group's event. The guidelines in section V.I. shall be used to assess charges.

IX. MISCELLANEOUS

- A. This agreement contains the complete understanding of the parties and cannot be amended, supplemented, modified or rescinded except by a writing signed by all parties to the contract.

- B. COVID-19 Acknowledgement of risk: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to be spread mainly from person-to-person contact. As a result, federal, state and local health agencies and governments have recommended a number of preventative measures.
- i. Guests who stay on campus are encouraged to:
 - a. The University System of Georgia (USG) and UGA require all faculty, staff, students, and visitors wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.
 - b. Practice good hand hygiene by either washing hands often with soap and water for at least 20 seconds or by using alcohol-based hand sanitizer which contains at least 60% alcohol
 - c. Avoid close contact with people who are sick
 - d. If a participant, staff member, or someone else affiliated with your group feels unwell, they should not come to campus and should contact a medical provider regarding their symptoms
 - e. Cover nose and mouth with a tissue or a sleeve when coughing or sneezing
 - f. Clean and disinfect frequently touched objects and surfaces
 - g. And practice social distancing strategies, where applicable.
 - ii. As the trajectory of the pandemic changes, University Housing will continue to strategize cleaning, programming and distancing initiatives to prevent the spread of disease, while still providing the community and support you expect. Current practices include:
 - a. Increasing our touchpoint cleaning in common area spaces
 - b. Providing resources for guests to self-clean or wipe down bathrooms and common areas, if desired
 - c. Limiting the current cleaning schedule of private/shared bathrooms, so our housing staff will not need to enter student rooms on a weekly basis for those configurations
 - d. Adjustments in our guest/visitor policy to limit the number of visitors in a residential space
 - e. Encouraging guest social distancing and other personal hygiene practices
 - iii. Because of the fluid nature of the pandemic, we are continuing to engage in conversations with our campus partners and reviewing best practices and guidelines from the University System of Georgia and the Centers for Disease Control (CDC) about how to continue to maintain a healthy on-campus environment in preparation for your arrival. Although the University of Georgia has put in place preventative measures to reduce the spread of COVID-19, the University cannot guarantee that any camp or conference registrant, counselor, or participant will not become exposed to or infected with COVID-19 while staying in on-campus facilities. Further, staying on campus could elevate the risk of contracting any contagious illness simply due to the dense populations in the residential community.
 - iv. By signing below, your group acknowledges the contagious nature of COVID-19 and the risk of possible exposure by hosting a group on campus. Your group further acknowledges that the risk of becoming exposed to or infected by COVID-19 in the residential community may result from the actions, omissions or negligence of your group and others.

C. Signatures and responsible parties shall comply with all applicable University of Georgia policies.

By signing, I hereby acknowledge I have read and agree to each and every provision of this reservation form.

Printed name of group sponsor

Signature of group sponsor

Date

Linda Kasper
Executive Director for University Housing